



Library Clerk, Part-Time
12 hours/week, 4 hours per day on Fridays, Saturdays and Sundays
\$14.30/hour

Circulates materials and assists patrons with information at public desks. Performs a variety of clerical tasks.

Qualifications

High school education or equivalent with experience in a customer service environment, knowledge of common office procedures, computer programs, and library systems; or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the essential functions of the position. Must be able to work weekends and evenings as required.

Duties and Responsibilities

Major responsibility is for providing service at the circulation desk. Serves patrons of all ages. Performs clerical tasks as required. Attention to detail critical.

Selection

No phone calls, please. Submit applications to the Newport Public Library, 35 NW Nye St., Newport, OR 97365.

Applications are due at the Library by 4 p.m. August 15, 2014. Selection will be based on an evaluation of skills, training and experience. Position expected to be filled by August 22, 2014. EOE.